

Board of Selectmen Policy
Remote Participation for Board and Committee Members

The Board of Selectmen, as the Chief Executive Officers of the Town as defined in MGL c.4, § 7, met on April 3, 2017, and authorized by a vote of 4 – 0 to allow remote participation at meetings in accordance with the following regulations.

*Amended on June 16, 2021 by special legislation signed into law by Governor Baker –
An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency.
This Act **includes an extension to April 1, 2022** of the remote meeting provisions of his
March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law.*

Minimum Requirements:

1. A quorum of the public body must be physically present at the meeting location, including the Chairman or someone designated as the Chairman, as required by MGL c 30A, s 20(d); (Amended on June 16, 2021 to continue to allow remote board & committee members to count towards quorum until April 1, 2022)
2. Members of the public body who participate remotely may vote and shall not be deemed absent for the purposes of the meeting;
3. All members of a public body who participate locally and remotely must be able to hear each other at all times via any technology available;
4. In the event that communication is interrupted with the remote participant, the Chair, or person chairing the meeting, must suspend discussion while reasonable efforts are made to correct any problem that prevents either the physically present members or the remote participant from hearing and participating in the discussion. If communication can't be reestablished after a reasonable period of time, the fact that the remote participant is disconnected and the time will be noted in the minutes of the meeting.

Procedure for Remote Participation:

1. The member of the public body wishing to participate remotely, shall as soon as possible, notify the Chair, or the person chairing the meeting, of his or her desire to participate remotely.
2. At the start of the meeting, the Chair shall announce the name of any member participating remotely. The information shall be recorded in the minutes.
3. All votes taken at any meeting where there is remote participation shall be by roll call vote.
4. When feasible, the Chair or person chairing the meeting will send any documents or exhibits that will be used at the meeting electronically to the remote participant.

*Adopted by the Board of Selectmen at a public meeting on April 3, 2017
Revised by the Board of Selectmen at a public meeting on October 18, 2017
Revised by the Board of Selectmen at a public meeting on October 2, 2018
Revised by the Board of Selectmen at a public meeting on June 21, 2021
Revised by the Board of Selectmen at a public meeting on July 26, 2021*